PROGRAMMER ANALYST

DEFINITION

To perform systems analysis and computer programming of database applications of more than average difficulty often requiring independent judgment in their evaluation, selection, adaptation or modification.

DISTINGUISHING CHARACTERISTICS

The analyst class is distinguished from that of a journey level programmer by the greater level of responsibility and complexity of assignments. Incumbents are capable of performing complex systems analysis and applications development in a multi-platform environment. They are expected to develop work plans and solve technical problems based upon a broad knowledge of principles and practices of programming and systems analysis.

SUPERVISION RECEIVED AND EXERCISED

Direction and supervision is provided by the Data & Systems Coordinator or by the Public Safety Information Systems Manager. Assignments may include supervision of lower level data processing personnel on a technical, functional or project basis.

ESSENTIAL DUTIES

1.   Confers with users to identify operating needs, problems and specific output requirements.

2.   Designs and develops effective applications to meet user operating requirements.

3.   Monitors systems accuracy and revises as needed.

4.   Prepares and maintains system documentation including operating instruction, user manuals, on-line help screens and flow charts.

5.   Provides technical assistance to contract programmers and coordinates various phases of assigned projects.

6.   Analyzes breakdowns in existing systems and recommends or performs needed corrections including designing improved approaches to operating procedures.

7.   Reports systems project progress and time estimates to supervisor.

8.   Updates, monitors and interfaces software for a multiple-user time-sharing system and conducts system audits to ensure adequacy of controls and security.

9.   Adheres to system design specifications and systems efficiency standards.

10.   Monitors, updates and adjusts systems to accommodate increases in file storage and to allow maximum accessibility for users.

11.   In public safety environment may install and maintain hardware including running cable.

12.   In public safety environment, responds during off-duty hours when necessary for continued 24 hour systems operation.

OTHER JOB RELATED DUTIES

13.   May perform computer operation functions, including program execution, database and audit file backups.

14.   May network personal computers and mini computers so that the system is functional in a single software platform.

15.   May assist in user training.

16.   Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

A.   Statistical, business and accounting principles and methods plus effective training methods.

B.   Data processing equipment and its capabilities.

C.   Principles and methods of systems and procedures analysis and program planning.

Knowledge of (continued):

D. Machine scheduling and coding operations.

E. Database programming, data communications, networking, and client/server development concepts.

F. Logic methodology and techniques for the analysis of complex data situations and for translating problem statements into programs or applications.

G. Presentation methods suitable for comprehensive reports and recommendations.

Ability to:

H. Reason logically and make sound judgments when dealing with abstract data; to apply principles of data processing to a variety of problems and to recommend and develop new systems and procedures.

I. Prepare flow charts, code their steps into machine language, test and modify them for efficient operation.

J. Gather and analyze data, draw sound conclusions and prepare clear and concise reports.

K. Communicate effectively orally and in writing in dealing with users and managers.

L. Establish and maintain effective working relations with others.

M. Adapt, learn, update, and apply new systems and programming skills needed in a continuously changing technical working environment.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience in programming and systems analysis in a database environment, including one year working with systems and programming development tools currently being used by the City.

Training: Equivalent to a Bachelors degree from an accredited college or university with major course work in a discipline related to computer science, computer information systems, quantitative analysis or systems analysis.

PROBATIONARY PERIOD: One Year
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July 1989
Revised May 1997
AAP GROUP: 4
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt